

## I. FOCUS

The following areas of energy efficiency are the focus of this program:

- o Improved performance, i.e., increased efficiency and/or reduced consumption of energy
- o New ideas for techniques, devices, equipment, or procedures,
- o Effective training programs for operators or maintenance personnel,
- o Ridesharing/mass transit use.

There may be other associated areas in energy efficiency which merit recognition. The above should not be considered all-inclusive.

## II. PERIOD OF ELIGIBILITY

Generally, the period of eligibility for awards to be presented in 1981 will be from the beginning of the 5/10 percent energy reduction program, directed by the President's April 10, 1979, memorandum (April 1, 1979) to the end of fiscal 1980. A person or organization could have either performed exceptionally or been recognized during this period for previous achievement.

Waivers will be considered for exceptionally meritorious achievements which took place or were recognized outside the period.

## III. SELECTION CRITERIA

- A. Statistics alone may be inadequate to justify recognition. For instance, the following items may have influence fuel consumption savings, but have little to do with individual efforts:
- o Weather,
  - o Previous energy efficiency (e.g., those individuals and organizations who took early measures to ensure energy efficiency find it difficult to achieve high percentage gains in later years,
  - o Programmed replacement of old equipment, and
  - o Change of an organization's mission or responsibilities.

Further, it is most difficult to compare achievements in one organization with another which has a different mission.

Therefore, there will be no specific selection criteria. Since public perception of significant achievement is of primary importance, however, for awards associated with energy or fuel savings (in contrast to new ideas, training programs, and ridesharing), the unit, organization, installation, etc., at a minimum, must have achieved a 5% overall energy reduction or a 10 percent reduction of automotive fuel in the period April 1, 1979 - March 31, 1980, as compared with the previous year. The entire Federal department or agency of the nominated unit, however, need not have made the 10 percent goal.

B. Federal departments and agencies may establish selection criteria which are appropriate for their mission.

IV. ELIGIBILITY - All civilian and military personnel and organizations are eligible.

Awards will be granted in two categories:

1. Individuals who

- o Were directly responsible for the achievement of significant energy savings or the conduct of a significant program, e.g., a manager of an Employee Awareness or Transportation Efficiency Program. Such effort may be in the performance of duties or outside the scope of job responsibility, e.g., drivers who dramatically improved MPG are eligible,
- o Provided outstanding effective leadership in support of established energy conservation measures to a degree that significantly improved the energy conservation program, or
- o Established or suggested new techniques, devices, equipment, or modifications to existing procedures which will/has improved energy efficiency.

2. Organizations which

- o Significantly improved efficiency by some appropriate measure such as reduced fuel consumption or improved MPG,
- o Significantly improved or maintained an exceptional level of ridesharing as measured by the percentage of employees who commute by public transportation, car, and van pooling, or
- o Initiated, developed, and implemented a particularly effective energy conservation training program.

Double awards (to both individuals and organizations) for the same performance will not be made.

V. DESCRIPTIONS OF AWARDS

A. Individuals

1. The President's Energy Efficiency Award. The highest level will be a Presidential Award. This will be for the most impressive achievements and will be limited in number.
2. A National Energy Efficiency Award. The next level will be for significant achievements, but not of the caliber meriting the President's personal recognition. These people will receive the next level award, normally presented at either a regional or local ceremony.
3. Department Awards. For achievements not submitted to the national level, Federal departments and agencies are encouraged to present certificates or other appropriate recognition.

B. Organizations

Emphasis is on organizations with fewer than 2,000 people.

1. The President's Award. Similar to the above, individual award. A "double E" (Energy Efficiency) flag will be available for display by the receiving organization. These awards are limited in number.
  2. National Awards and Departmental Awards are similar to the descriptions provided above for individual awards. Organizations are encouraged to issue certificates of appreciation for participation in successful group efforts at the departmental level.
- C. Contributions which result in tangible benefits, and otherwise meet the criteria, may also be recognized by cash awards within the framework of the Federal Incentive Awards Program.
- D. Contributions and achievements should be made a part of an individual's official personnel record. An achievement which is critical job element in the regular senior executive service review process, can also be recognized in this program.

## VI. NOMINATING PROCEDURES

- A. Initiator. Any civilian or military member may nominate an individual or an organization for an energy efficiency award. The nomination should be made to the person's immediate supervisor or the head of the organization's next hierarchal level.
- B. Nominations for awards should contain information in sufficient detail to permit evaluation of the achievement (e.g., motor gasoline usage figures reflecting a 15 percent drop from previous year's consumption), and will include the following:
  1. Name, grade, classification, organizational title of nominee(s) location, full mailing address, and a brief statement of officially assigned duties for individuals. For groups, the name, grade, and title of the head of the organization nominated as well as the organization name, location, and parent department or agency.
  2. A description of the achievement (normally limited to two pages) on which the nomination was based. Reports, staff papers, or studies, however, may be included.
  3. Statement as to whether or not nominee(s) has/have received any other award for this achievement.
  4. A proposed unclassified summary of the nomination, 75 to 100 words, highlighting the significance of the achievement, suitable for use in the awards presentation.
- C. Nominations may be processed within a department or agency by the Incentive Awards Review Board or its equivalent in organizations without this formal body. Ad hoc panels consisting of qualified individuals involved in energy conservation may be used for evaluation of nominations. These individuals may be included in deliberations of Incentive Awards Boards if energy efficiency expertise is not represented. Heads of Federal agencies or departments will forward the most deserving nominations to the President's Award for Energy Efficiency Program for final screening.
- D. Nominations should state explicitly which award is recommended.

- E. Nominations to the President's Awards for Energy Efficiency Program are limited to 3/50,000 employees or fraction thereof, aggregating both individual and organizational submissions.

VII. SUBMISSION DATE

All nominations must be received no later than February 15, 1981, and hereafter, annually, by January 15, each year for achievements during the previous fiscal year, by:

Chairman, People Working Group  
Interagency Federal Energy Policy ("656" Committee)  
U.S. Department of Energy (MS 1H031)  
Room 1H066  
Forrestal Building  
1000 Independence Ave, SW  
Washington, D.C. 20585

VIII. ANNOUNCEMENT OF PROGRAM

Announcement of this program will be by "656" Committee memorandum to be printed subsequently in regular Federal communications media.